

Michigan Supreme Court

State Court Administrative Office Office of Dispute Resolution

REQUEST FOR PROPOSALS

Revising the Training for Mediator Trainers Manual and Conducting the Training for Mediator Trainers Program

Date of Issue: October 31, 2002
Date Proposals Due: January 6, 2003

Announcement:

The State Court Administrative Office (SCAO) is seeking proposals from qualified individuals and organizations to revise the Training for Mediator Trainers Instructor's Manual and serve as a trainer for the Training for Mediator Trainers Program of the Community Dispute Resolution Program.

Background:

The Community Dispute Resolution Program (CDRP) was established by 1988 PA 260 [MCL 691.1551 et seq; MSA 27.15(51) et seq] to help fund community dispute resolution. Dispute resolution centers provide conciliation, mediation, or other forms and techniques of voluntary dispute resolution to persons as an alternative to the judicial process. Currently, 24 centers throughout the state provide mediation services, and generally conduct mediator training annually as new mediators are recruited.

The Training for Mediator Training (TMT) Program has been presented approximately every 18 months since its creation in 1991. The program affords centers the opportunity to send prospective local mediation trainers for intensive "training for trainers" to qualify them to conduct local 40-hour CDRP training programs.

An Instructor's Manual, "Conducting the Mediator Skill-Building Training Program" was designed in conjunction with the TMT Program model and must remain the core of the TMT Program. The mediation process outlined in the Manual is a statewide model which centers funded through the Community Dispute Resolution Program must use. Role-plays and other teaching tools detailed in the Manual are used at the discretion of the individual trainers, however.

This Request for Proposals is in two parts: Prospective bidders must be qualified and able to provide the services listed in both parts. Proposals to offer services for only one part will not be considered.

Part 1: Revising the TMT Instructor's Manual

The SCAO would like to receive proposals to revise the Instructor's Manual (which incorporates a Trainee Manual) to reflect: (1) advances in training pedagogy in the mediation field; (2) the increasing complexity of cases mediated at CDRP centers; (3) the increasing level of participation by attorneys at mediation; (3) and the trend of centers to mediate cases involving more than two parties. The use of the "BADGER" mnemonic may be reconsidered, as well as all aspects of the current training program as outlined in the Manual. The final product to be delivered under Part 1 is a completed, revised TMT Manual in Microsoft Word format.

Part 2. Presenting the Training for Mediator Trainers Program

The SCAO anticipates that 24-30 persons will attend this program either in Lansing or in the Northern Lower Peninsula. All attendees will have completed a 40-hour SCAO-approved mediator training program offered pursuant to the attached Training Guidelines, completed a supervised internship, mediated cases for a CDRP center as a volunteer, have some experience in adult education, and have agreed to provide at least one full 40-hour training for the sponsoring CDRP center.

The core of the training must relate to using the Instructor's Manual for "Conducting the Mediator Skill-Building Training Program" as revised under this RFP. A complete Manual may be obtained by contacting the State Court Administrative Office as noted below.

All arrangements for the physical presentation of the program, e.g., facilities, document production, food service, and lodging will be arranged and paid for by the SCAO. The Proposer's role is to prepare and present the training program.

In prior years, the TMT program has been conducted over a 2.5 day period beginning on Thursday at 1 p.m., and ending on Saturday at 4 p.m. This arrangement has worked well for attendees, however Proposers are free to suggest programs of longer or shorter durations. The program must be conducted in one segment, however, to best accommodate the volunteers attending from across the state.

Completion Date:

Parts 1 and 2 of this RFP should be completed by mid-April, 2003, however specific training dates will be set after consultation with the awarded Proposer.

Proposal Requirements:

Applicants are encouraged to provide supporting documents, training materials, evaluations of prior training for trainers programs, recommendations from prior trainees or program administrators, and credentials in the area of writing and editing training materials, and training mediators, coaches, and trainers. There are no length requirements for proposals. Please respond specifically to the following items.

1. Provide contact and biographical information as well as résumés for the person(s) submitting a proposal for the work outlined in this RFP.
2. Detail the Proposer's experience in:
 - a. authoring, editing, and revising training materials
 - b. training and experience in adult education
 - c. mediation experience, especially in the community mediation area
 - d. training in mediator training, and in training trainers in mediation-related areas

3. Outline the Proposer's methodology for completing work outlined in Parts 1 and 2, including identifying no more than 5 areas of the current TMT Manual which the Proposer believes require revision.
4. Viewing the history of CDRP training in Michigan, please identify any particular challenges: (a) trainers of community mediators face in 2003 that may not have existed 10 years ago and (b) trainers of volunteer community trainers face in 2003 that may not have existed 10 years ago, and identify how these challenges might be addressed in revisions of either or both the training manual and Training for Mediator Trainers program.
5. Provide a time line for completing phases identified with this work. At least one element should include contacting current CDRP trainers to obtain their views regarding improving both the TMT program and the manual. Contact information for the trainers will be provided by the SCAO.
6. Provide a total project budget. In addition to presenting a total dollar amount for both Part 1 and Part 2 of this RFP, the proposal must contain an itemized budget. This budget should show the cost basis for such expenses as consultant fees (including rate), mileage, travel (including lodging and meals) and materials. Pricing shall remain in effect for the duration of the project. Please also provide your federal identification number or social security number.

Notice Regarding Copyright

Copyright of the products produced pursuant to this RFP will be owned by the Michigan Supreme Court, State Court Administrative Office.

Evaluation Process

Responses to this RFP will be evaluated on the following factors:

- a. Readability and inclusion of required elements (20 points total)
- b. Depth and range of experience involved in authoring and editing training materials (30 points total)
- c. Depth and range of experience involved in preparing for and presenting adult training programs (30 points total)
- d. Understanding of mediation training issues and creative responses to challenges facing mediator trainers as identified in responses to this RFP. (20 points total)

Proposal Due Date & Award Time Line:

1. All Proposals must be received by the State Court Administrative Office no later than **5 p.m., Monday, January 6, 2003**. Proposals should be sent to:

Doug Van Epps
Director, Office of Dispute Resolution
Michigan Hall of Justice
State Court Administrative Office
Box 30048, Lansing, MI 48909

2. Inquiries regarding this Request for Proposals may be directed to Doug Van Epps either in writing, via email (vaneppsd@courts.mi.gov) or by telephoning 517/373-4839.
3. Additional background information about Michigan's Community Dispute Resolution Program may be accessed at <http://courts.michigan.gov/scao/dispute/odr.htm>.
4. Award of a contract under this RFP is conditioned upon continued availability of funding for this initiative. Prior to the award of a contract pursuant to this RFP, the State Court Administrative Office reserves the right to withdrawal this RFP or refrain from awarding any proposal based on changes in program funding.

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